



Global Youth  
Service Day



## Global Youth Service Day 2014

### Mini-Grant Funding Opportunity

The Governor's Office of Community Service, as a lead agency for Global Youth Service Day, is pleased to announce the availability of mini-grants to support community based projects engaging youth in service during Global Youth Service Day, **April 11-13, 2014**. Global Youth Service Day (GYSD) is an annual campaign that mobilizes millions of children and youth to improve their communities each day of the year through service and service-learning. Our goal in Montana is to include as many youth as possible and help them build a strong foundation of getting involved and giving back. Please read our FAQ for more about GYSD.

Mini-grants are available to organizations, schools, nonprofits, service clubs, youth and youth groups to coordinate and implement service projects that engage young Montanans in service to their communities. Applications should support Montana youth in local one-day service projects during the GYSD weekend in April. Grants are available in amounts up to **\$150**.

To apply for a Global Youth Service Day mini-grant, complete and return the application below. Please include a completed and signed W-9 along with a signed funding agreement found on the last page of the application. **Applications are due by February 28<sup>th</sup> at 5:00PM** via e-mail to [serve@mt.gov](mailto:serve@mt.gov) or mail to:

Governor's Office of Community Service  
Attn: Global Youth Service Day  
P.O. Box 200801  
Helena, MT 59620

For more information, please review the GYSD FAQ available online or contact Marissa Perry, Governor's Office of Community Service at 406.444.9077 or [serve@mt.gov](mailto:serve@mt.gov).

Presented by:



## Mini-Grant Guidelines

Mini-grants are available to youth, organizations, schools, nonprofits, service clubs, and youth groups to coordinate and implement service projects that engage young Montanans in service to their communities. Applications should support Montana youth in local one-day service projects during the GYSD weekend in April. Grants are available in amounts up to \$150. Funding is available for at least 20 GYSD projects.

**Selection Criteria:** Projects will be chosen based on the following criteria: number of engaged youth volunteers; the community need being addressed; cost-effectiveness; location; and proposed impact. Applicants are encouraged to provide matching funds (cash and/or in-kind). Please provide information in the budget portion of the application about intended match resources. Applications are encouraged to focus on the following issue areas: Education; Environment; Health; Poverty, Childhood and Community Hunger, & Homelessness; Community Renewal; Disaster Preparedness & Response; and Veterans & Military. The Governor's Office of Community Service reserves the right to award partial funding based on the applicants proposed budget and project description. Preference will be given to projects planned directly by youth and youth led projects should include contact information for an advisor, teacher, or parent supervising the project.

**Allowable use of funds:** Funds are limited and meant to be used for direct programming needs. Allowable uses of funds are project materials, transportation for participants, food, beverages and other necessary refreshments, venue or material rentals. *Funds may not be used to cover personnel costs.* Funds can only be used for events planned on April 11-13, 2014.

**Reporting:** Applicants chosen for a mini-grant award will be required to post their project on [www.gysd.org](http://www.gysd.org) and provide an evaluation summary and pictures at the conclusion of the Global Youth Service Day activity.

*Important:* The evaluation form includes a section on tracking volunteers that are involved with your project for your final report. With your evaluation form you are required to send in pictures of your event with signed media release forms. The evaluation form and media release form is available online at [serve.mt.gov](http://serve.mt.gov).

**Deadlines:** To apply for a Global Youth Service Day mini-grant, please complete and return the application by February 28th at 5:00PM via e-mail, fax, or mail. Please include a completed and signed W-9 along with a signed funding agreement found on the last page of the application. If funded, project evaluations are due May 1st at noon.

## 2013 Global Youth Service Day Mini-Grant Application

### Youth Leader Contact

Name			
Address			
City, State		Zip code	
Email			
Phone			

### Supervisor or Project Coordinator Contact Information

Name			
Address			
City, State		Zip code	
Email			
Phone			

### Organization Contact Information\*

*(Please attach a signed W-9. Check will be made out to the organization listed on the W-9.)*

Organization Name			
Contact Name			
Address			
City, State		Zip code	
Email			
Phone			
Website			
Federal Tax Identification Number (Employer ID Number - EIN):			

Has this organization received a GYSD mini-grant in previous years?	Yes		No	
Organization Type (Please select all that apply)				
<input type="checkbox"/> Faith Based	<input type="checkbox"/>	<input type="checkbox"/> Business		
<input type="checkbox"/> Nonprofit	<input type="checkbox"/>	<input type="checkbox"/> National Service- Please Specify:		
<input type="checkbox"/> Government	<input type="checkbox"/>			
<input type="checkbox"/> Education	<input type="checkbox"/>	<input type="checkbox"/> Other:		
<input type="checkbox"/> Club	<input type="checkbox"/>			

*\*Youth who have formed a group to plan a GYSD event need to find a sponsoring organization to provide oversight and fiscal assistance. A project supervisor or fiscal contact at the sponsoring organization will need to sign the funding agreement on the last page.*

### Project Location:

Place Name			
Street Address			
City, State		Zip code	
Phone (if available)			

### Focus Area

Please check a focus or issue area that best describes your project.

Education	
Environment	
Health	
Poverty, Childhood and Community Hunger, & Homelessness	
Community Renewal	
Disaster Preparedness & Response	
Veterans & Military	

### What will you do?

Please describe your GYSD project:						
When will you hold your project?		Friday 4/11		Saturday 4/12		Sunday 4/13




### Why will you do it?

What community need or problem will your project address? How will your project help with the need or problem?						
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## Who will help?

Who is planning this project? How are youth involved in planning the project?	
Who are your partners?	
How will you recruit volunteers?	
How many total volunteers do you expect?	
How many youth (ages 5-25) volunteers do you expect?	
How will you track your volunteers and volunteer service hours?	
How will you engage local officials in your project? (Mayor, Principal, Legislator, etc.)	

## Project Budget

Item ( <i>please describe</i> )	GYSD Funds Requested	Funds from other sources	Sources of other funds (cash, donations, etc.)	Total Funds
Materials and Supplies				
Sub-total				
Transportation & Food				
Sub-Total				
Other Expenses				
Sub-total				
<b>TOTALS</b>				

<p>Please describe why the money you requested is necessary for your project and describe your other funding sources:</p>	
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## GYSD Project Mini-Grant Agreement:

### If funded, we promise to

- Adhere to all requirements described in the GYSD Mini-Grant Guidelines.
- Carry out the project detailed in our initial GYSD Mini-Grant Application.
- Register our GYSD Project on <http://www.gysd.org>.
- Invite members of the media, VIPs, and local, state, and federal government officials to participate in this event.
- Spend the money as proposed in the GYSD Mini-Grant Application budget.
  - Any unspent funds will be returned to the Governor's Office of Community Service.
- Lead an inclusive GYSD project and not unlawfully discriminate against any protected class providing service or operating the project.
- Submit a completed GYSD Mini-Grant Evaluation by May 1st at noon.
  - This evaluation includes reporting on the number of youth volunteers and their hours of service for the GYSD project.
- Send at least one required photo and, if available, a link to an online video from our event, including a [media release](#) form for every person shown.
- Comply with the allowable use of funds as outlined in the GYSD Mini-Grant Guidelines and not spend the money for any prohibited purposes.
- Maintain suitable records and make them available to the Governor's Office of Community Service upon request.
- Comply with all other applicable federal, state, tribal, or local laws, ordinances, or regulations.

### We agree

- The Grantee is not the agent or employee of the Governor's Office of Community Service (OCS), the State of Montana, or any other funding source.
- To defend, indemnify, and hold OCS and the State of Montana harmless from any claims arising out of the award of the grant and the activities, products, or services funded through the grant.
- If there is a dispute over the grant or this Agreement, the venue for any litigation over the dispute will be in the First Judicial District, Lewis and Clark County, and that the Agreement will be construed under Montana law. [Delete if a tribal government or tribal entity is the grantee; insert special language.]

Youth Leader:

Signature & Date \_\_\_\_\_

Supervisor\*:

NAME & TITLE (please print): \_\_\_\_\_

SIGNATURE & DATE (Authorized Agent): \_\_\_\_\_

*\*Youth-led projects need to have this agreement signed and returned by the project supervisor or a financial contact at the sponsoring organization.*